

FUSHIA SKINNER

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OBJECTIVE

- Results-oriented professional with a proven track record in project coordination, process optimization, and stakeholder management. Leveraging extensive experience in streamlining operations, implementing cutting-edge technologies, and fostering collaborative relationships. Dedicated to driving efficiency and stakeholder satisfaction in dynamic professional environments.

PROFESSIONAL ACCOMPLISHMENTS

- B2B Process Optimization:
 - Spearheaded and executed process change and technology architecture improvements for B2B purchase order workflow, utilizing Shopify, Skubana, Zapier, and Quickbooks to automate 75% of tasks.
 - Achieved a 20% increase in operational efficiency and eliminated 60-100 duplicate manual data entry points.
- Stakeholder Management & Collaboration:
 - Acquired executive sponsorship through persuasive stakeholder proposal presentations, ensuring cross-departmental collaboration, and managing expectations and timelines.
 - Successfully established and maintained strong relationships with internal teams, clients, and vendors.
- Data Analysis & Reporting:
 - Generated various reports from Quickbooks, providing valuable data for sales teams' weekly analysis meetings; contributing to informed decision-making and sales strategy development.
- EDI System Management and Implementation:
 - Proficient in implementing, configuring, and managing EDI systems, encompassing setup, and maintenance of EDI mappings for diverse business processes like purchase orders, invoices, and shipping notices (EDI 850, 855, 856, 810).
 - Skilled in troubleshooting and resolving EDI-related issues, ensuring adherence to industry standards and regulations.
 - Demonstrated ability to collaborate with cross-functional teams to optimize supply chain processes and achieve successful EDI testing and certification with trading partners.

SKILLS

- Proficient in Salesforce, Hubspot, Trello, Slack, Google Workspace, Microsoft D365, Outlook, Teams, Zoom, Skubana, Shopify, Zapier, SPS Commerce, CommerceHub, Quickbooks, Zendesk, and custom Project Management software.
- Process Improvement & Automation: Spearheaded and implemented process change and technology architecture improvements to automate 75% of tasks.
- Stakeholder Management & Collaboration: Ensured cross-departmental collaboration, managing expectations, and timelines.
- Data Analysis & Reporting: Generated valuable reports from Quickbooks for sales teams' analysis meetings.

EXPERIENCE

- **Purchasing Coordinator | Contract, Hybrid | 2023-present | ReaderLink**
 - Efficiently oversee global purchase orders and streamline end-to-end shipments. Act as a proactive liaison between key departments for seamless coordination.
- ┐ **Inside Sales Administrator | Remote | 2021-2023 | Haven Technologies**
 - Pioneered transformative process changes and architected cutting-edge technological enhancements for the B2B purchase order workflow, achieving a remarkable 75% automation of previously manual tasks.
 - Successfully obtained executive sponsorship through persuasive stakeholder proposal presentations, fostering robust collaboration seamlessly across various departments.
 - Offered invaluable strategic insights by conducting meticulous analyses of QuickBooks reports during high-stakes sales team planning meetings, contributing to informed and decisive strategic actions.
 - Developed and executed thorough training materials encompassing onboarding and product knowledge, including EDI best practices.
- └ **Customer Service Shipping & Receiving Rep | On-site | 2021 | Haven Technologies**
 - Revolutionized the product refurbishment process, resulting in a formidable 20% decrease in time and labor costs.
 - Implemented and managed streamlined warehouse logistics, achieving significant reductions in product shipping times and order errors.
 - Introduced and implemented a revitalized B2B purchase orders process through Trello.
- **Office Manager | On-site | 2018-2019 | Current Installations**
 - Orchestrated the management of operational, clerical, and financial administration tasks using QuickBooks software.
 - Pioneered effective internal processes, resulting in a remarkable 30-50% increase in office efficiency.
- **Print Production Coordinator/Manager | On-site | 2016-2017 | Repro Graphix**
 - Led a team of seven members, ensuring the timely delivery of print projects with a supportive leadership approach.
 - Maintained project management software precisely, ensuring unwavering adherence to project timelines and rigorous quality standards. Designing and executing streamlined workflow procedures, resulting in a substantial increase in efficiency and productivity.

EDUCATION

- BFA, Visual Communication - Indiana University | IUPUI, Herron School of Art & Design | Activities: Orientation/Tour Leader/Peer Advisor, 2 years